



## **YOUR TRAVEL ARRANGEMENTS**

The CSP are pleased to be working in partnership with thetrainline to offer you a dedicated facility to purchase your rail tickets for our forthcoming event. The key benefit to members is the ability to book online and have your travel costs directly billed to the CSP. The CSP benefits by achieving lower cost rail travel, as members have access to and select the cheapest fares. Since the benefits to the CSP are significant we strongly recommend that this is the only method of booking rail travel. Please be aware this facility is only available via the member's website [www.csp.org.uk/thetrainline](http://www.csp.org.uk/thetrainline) and NOT from thetrainline public website. For those unable to access the Internet, please call 0870 3333 555 quoting CORPREF200 to make your booking.

For members who may have difficulties using the website, due to disability issues, the following alternatives are offered: -

- Make bookings using thetrainline call centre (see details above);
- Ask your Committee Administrator to make the booking;
- Request Finance Staff process the booking (Tricia on 020 7306 6647 or John on 020 7306 6648);
- Purchase tickets for rail travel and claim back the cost from the Society, using the Members Expense Claim Form.

*The CSP expenses policy stipulates that the cheapest available ticket is selected for travel and we advise that First Class travel is not permitted. Please check the single fare options and avoid expensive open returns.*

You must first register your personal details as a 'new user' by clicking on 'GO' on the left hand side of the screen, and then please enter your 'Email Address' and 'Business ID' of CORPREF200. Your email address will be your user name for future visits. Please add the information on the following sheet to complete your booking.



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**Meeting Code:** DVSNE151107

**Account Code:** 40-42-525-140

**Event / Reason for Travel:** Diversity Matters

Should you require any assistance to register or book please contact your meeting coordinator or CSP finance dept on 0207 306 6666.

***Finance, CSP, 14 Bedford Row, London WC1R 4ED***